Electronic Signature Instructions

Table of Contents

Digital/Electronic Signatures

The Registrar's Office can accept a digital signature, as long as the signature is authenticated through the UTD issued email address.

Here is an example of what is considered verifiable:

Samples of Digital Signatures:
Not acceptable/ not verifiable:

Temoc Student — Digitally signed by Temoc Student
Date: 2020.03.31 16:55:17 -05'00'

Acceptable and verifiable:

Temoc Student — Digitally signed by Temoc Student
DN: cn=Temoc Student, o=The University of Texas at Dallas, email=temoc.student@utdallas.edu, c=US
Date: 2020.03.31 16:54:23 -05'00'

Signature fields that can be digitally signed are denoted by a red ribbon. (See image below).
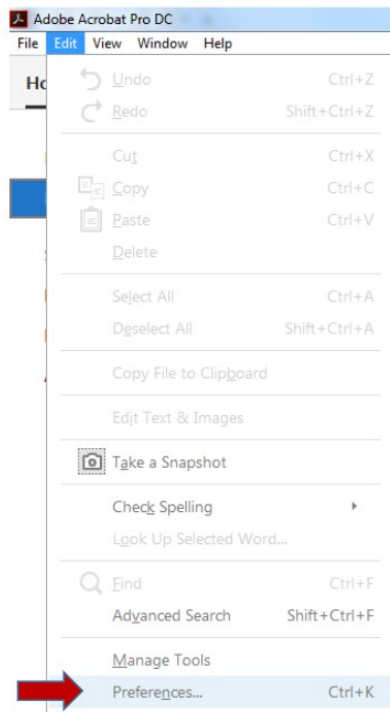
Student:_____Date_____

Note: This example is Adobe Acrobat Pro DC. If you find these instructions do not work for your version of Adobe, please contact OIT support person.

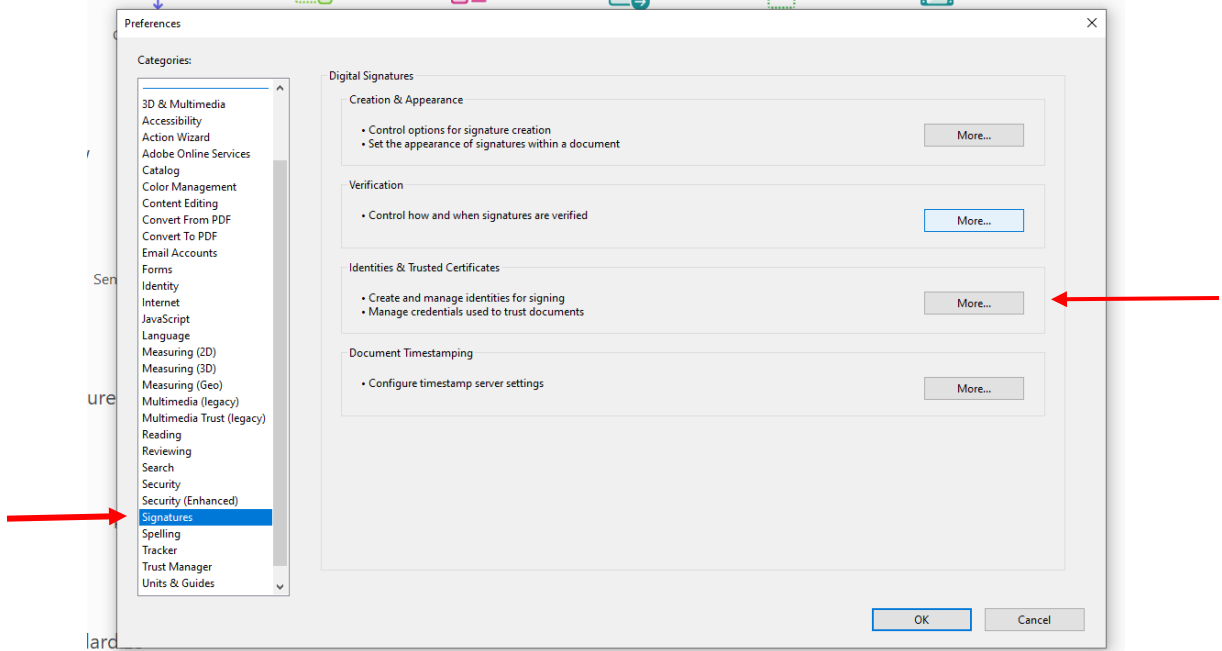## Scenario 1: "I Don't Have a Form to Sign but I Want to Set Up My Digital Signature"

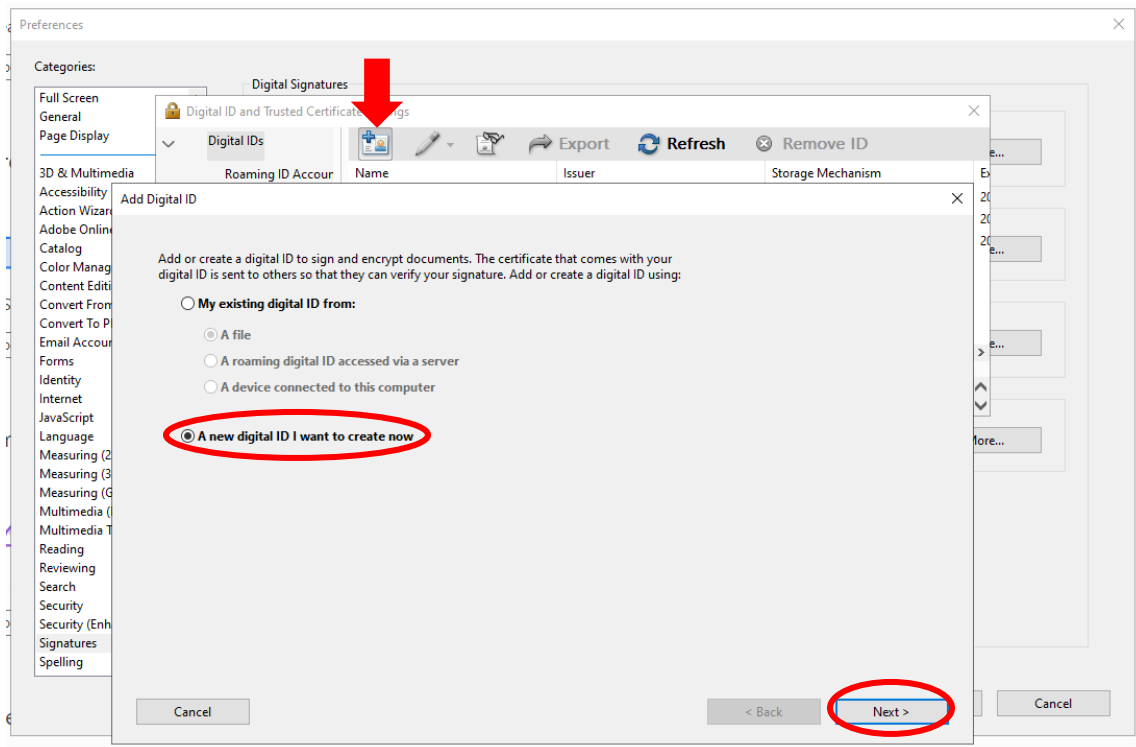1. Open Adobe Acrobat and navigate to "Edit" in the Tool bar, as show below.
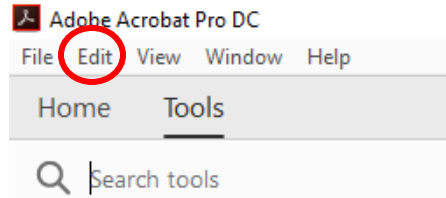
2. Once you click edit, navigate to Preference.

3. Under the "Categories" menu, choose "Signatures.
4. Then, next to "Identities & Trusted Certificates," click "More". (See image below.)
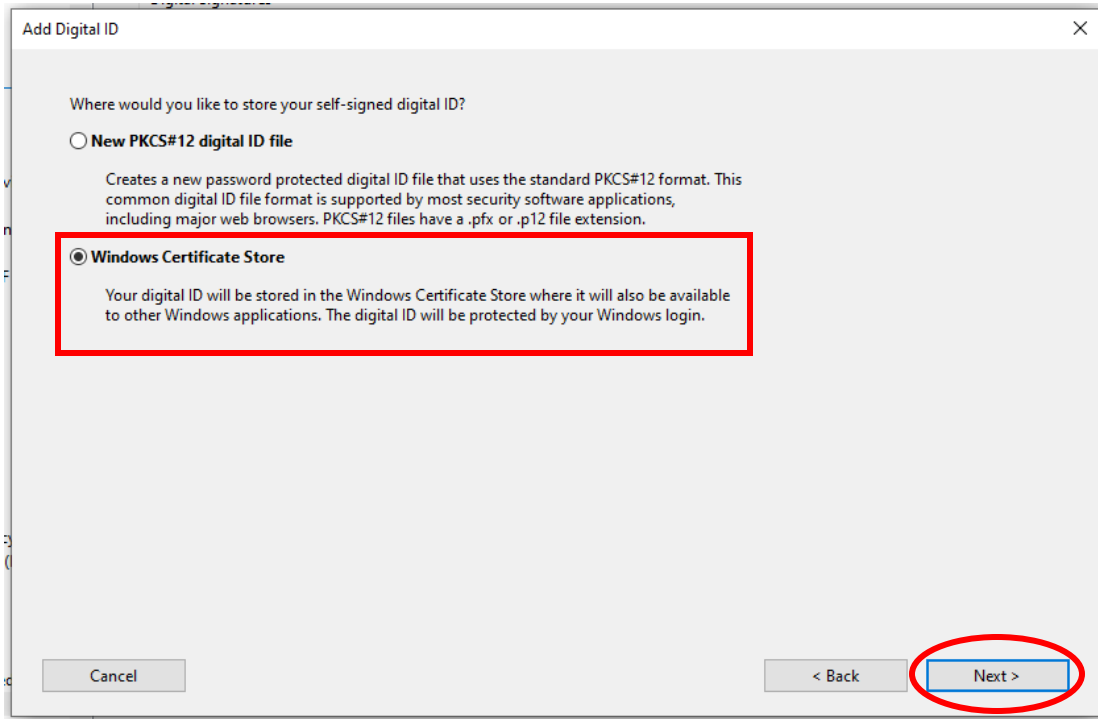
5. Click the "Add ID" button (photo ID with a plus sign) then select "A new digital ID I want to create now,"
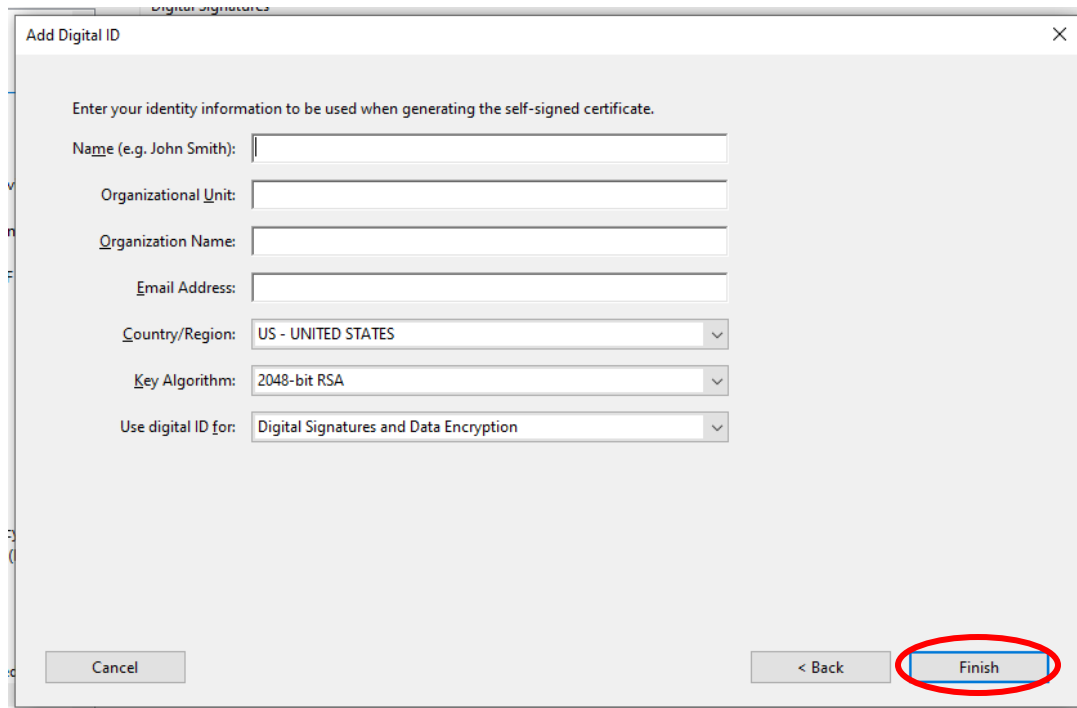

6. Click "Next."

7. Select "Windows Certificate Store" and then click "Next".

Add Digital ID

Where would you like to store your self-signed digital ID?

○ **New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

⦿ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel   < Back   Next >

8. Key in your information as below and then click "Finish".
-   **Name:**   Your UTD preferred name
-   **Organization Unit:**   For students: Leave this field blank.
                               For Faculty/Staff, enter in your department
-   **Organization Name:**   The University of Texas at Dallas
-   **Email Address:**   Your UTD email address

    Leave the **"Country/Region"**, **"Key Algorithm"** and **"Use Digital ID for"** fields as is.

9. Click "Finish".

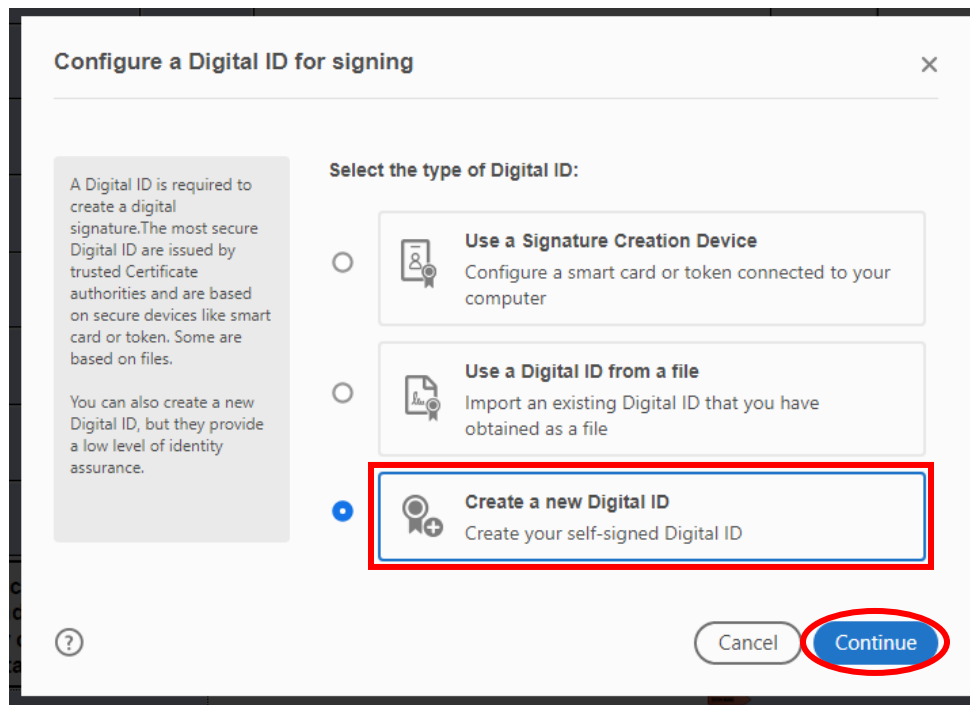Congratulations, you have now created your digital signature!

Scenario 2: "I Have a Form to Sign, But I Have Not Set Up a Digital Signature Yet"

1. Click on the signature field (pictured below) to bring up the "Configure Digital ID" dialog box. Select "Configure Digital ID".
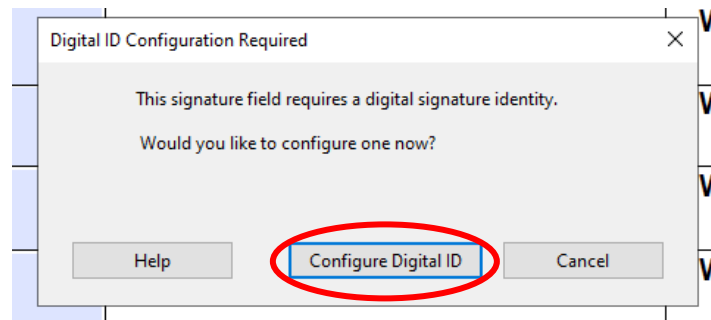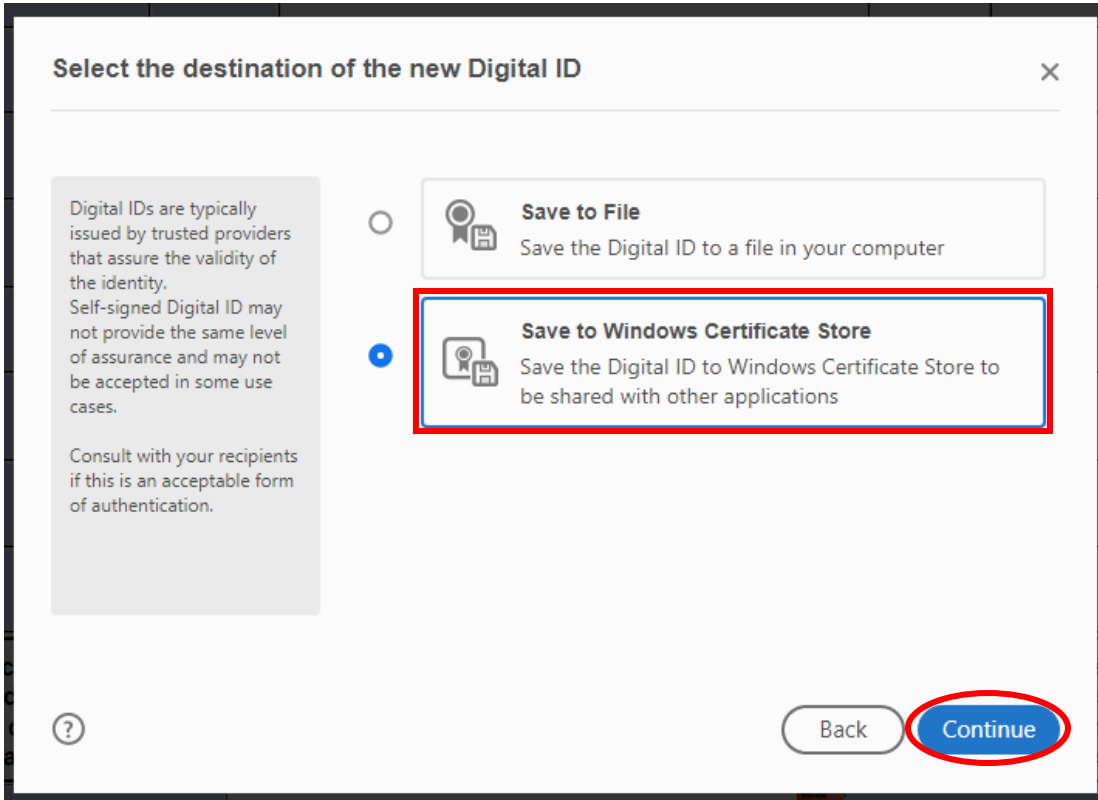

2. Select "Create a new Digital ID" and then click "Continue".

3. Select "Save to Windows Certificate Store" and click "Continue".

4. Key in your information as seen below.

-   **Name:**   Your UTD preferred name
-   **Organization Unit:**   For students: Leave this field blank.
                                For Faculty/Staff, enter in your department
-   **Organization Name:**   The University of Texas at Dallas
-   **Email Address:**   Your UTD email address

    Leave the **"Country/Region"**, **"Key Algorithm"** and **"Use Digital ID for"** fields as is.
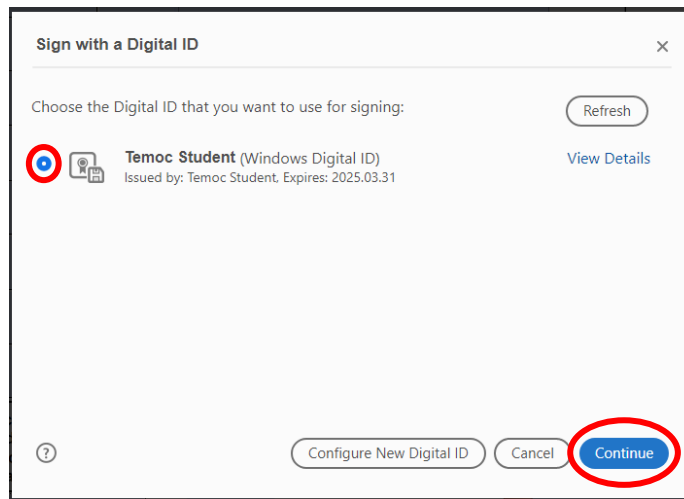
5. Click "Save".

Congratulations, you have now created your digital signature.

Scenario 3: "I Have a Digital Signature, How Do I Use it to Sign a Form?"
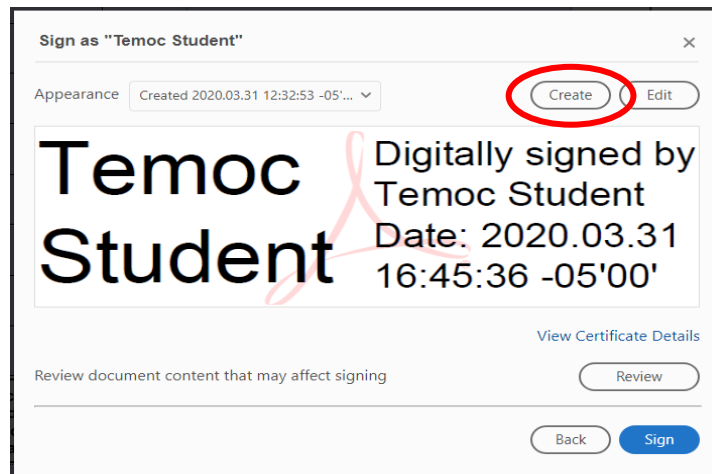
1. Select the signature field (pictured below) that you want to sign.

2. A "Sign with a Digital ID" dialog box should appear. Make sure your signature is selected and then click "Continue".
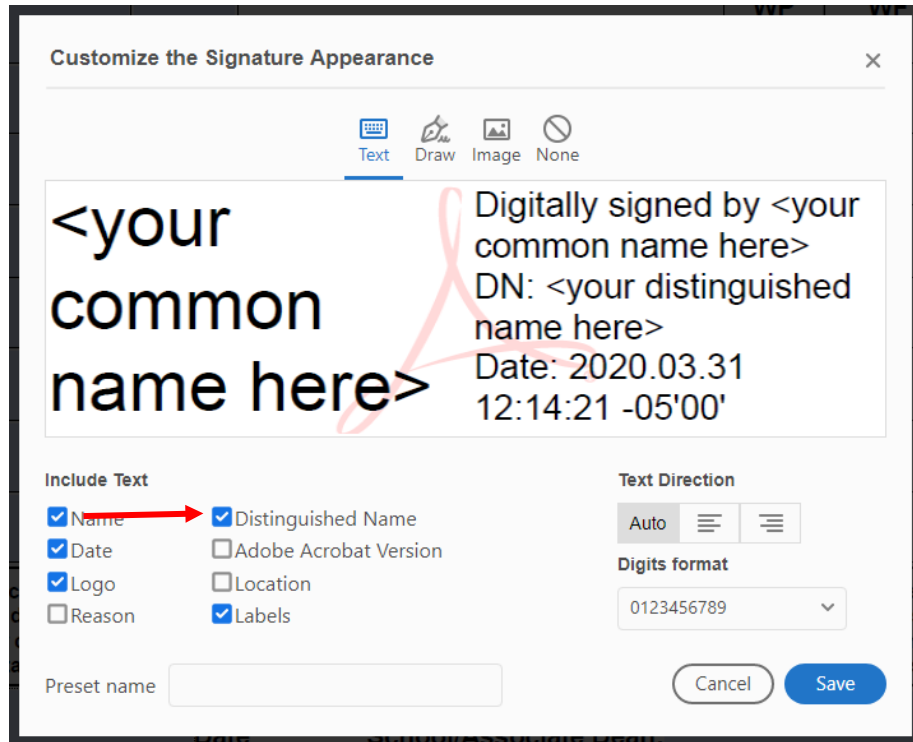

3. In the top right corner, select "Create".

Customizing Your Signature Appearance

1. Check the **"Distinguished Name"** box to have the signature display all of the required information.
2. Be sure you check the boxes, as seen below.
3. Click "Save".

Ensuring the Verifiable Signature Appearance

1. Click "Sign" and a "Save As" box will appear.
2. Select where you would like to save the signed document and select "Save".
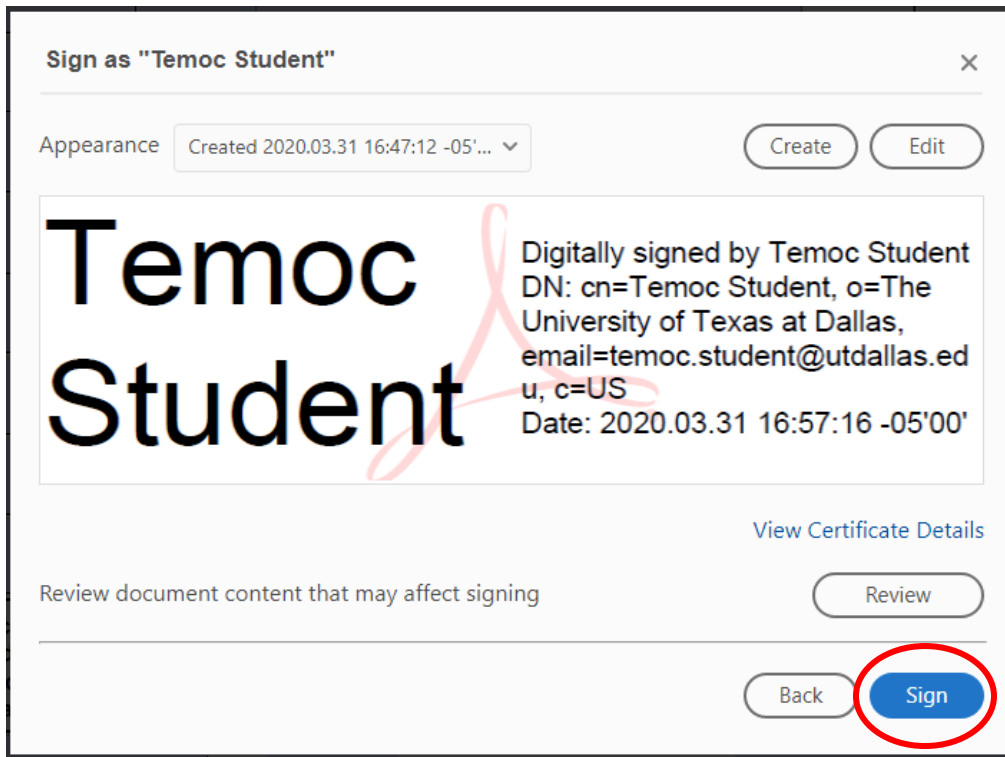

Figure 1: Your digital signature should display, including your UTD issued email address.

3. Your signature should appear in the document as pictured below.

This is the official verifiable, authentic digital signature for the purpose of submitting and approval forms to the Registrar's Office.

# Scenario 4: "How Do I Sign a Form That Does Not Have a Signature Field?"

Adobe Acrobat DC has the ability to allow you to draw and create your own signature fields even on forms that do not have signature fields in place.

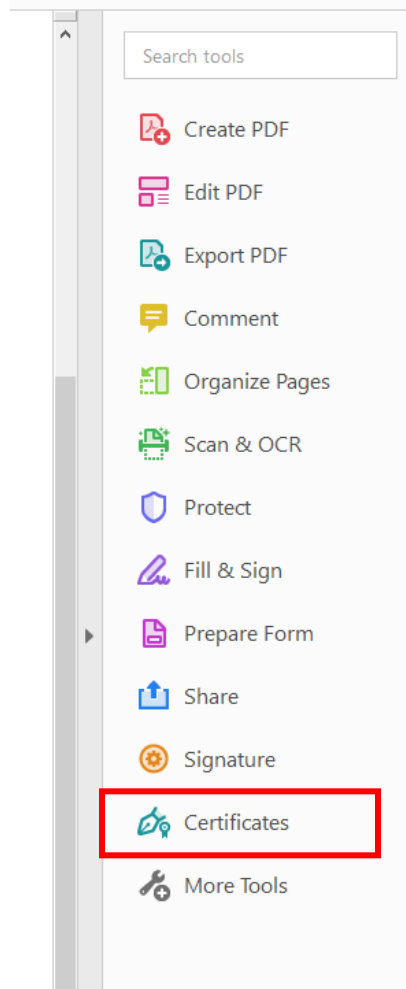## Enabling the Certificates Icon

1. Click over to the "Tools" section.
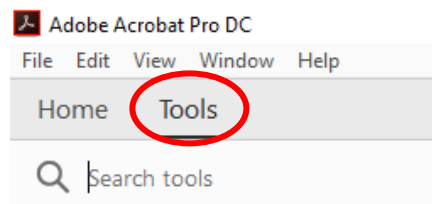
2. Scroll down and find "Certificates" under "Forms and Signatures". Click "Add" to add it to your toolbar on the right.
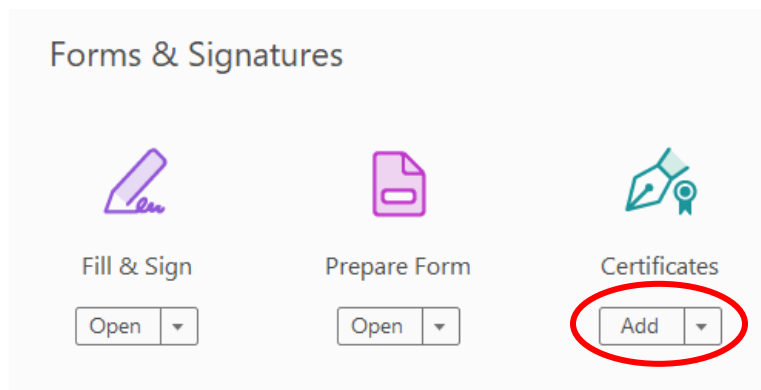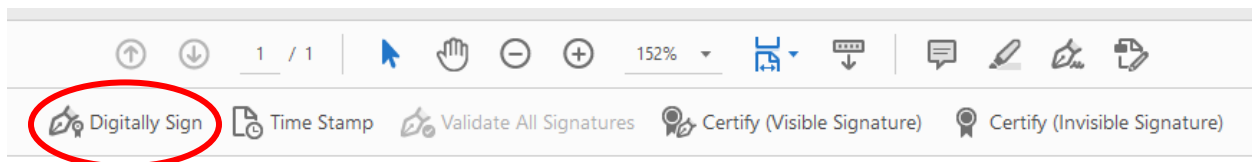

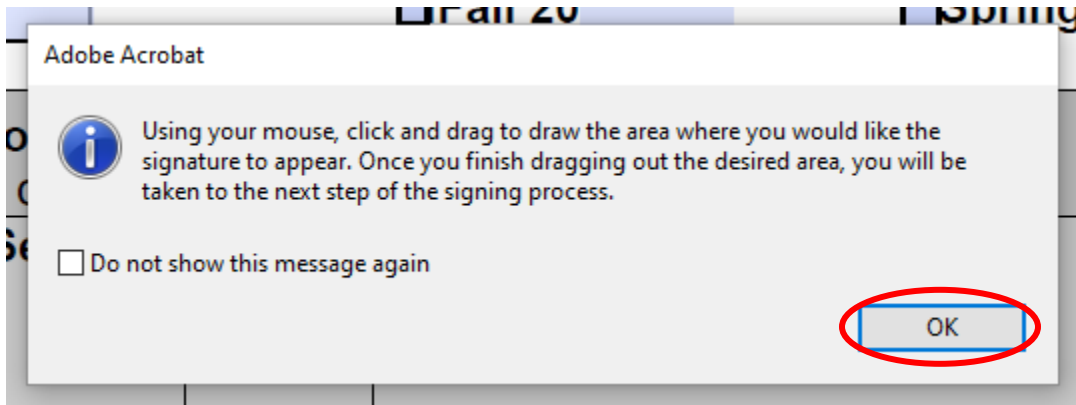3. Open a form that you want to digitally sign.

4. In the toolbar on the right-hand side, click on the newly added "Certificates" icon.
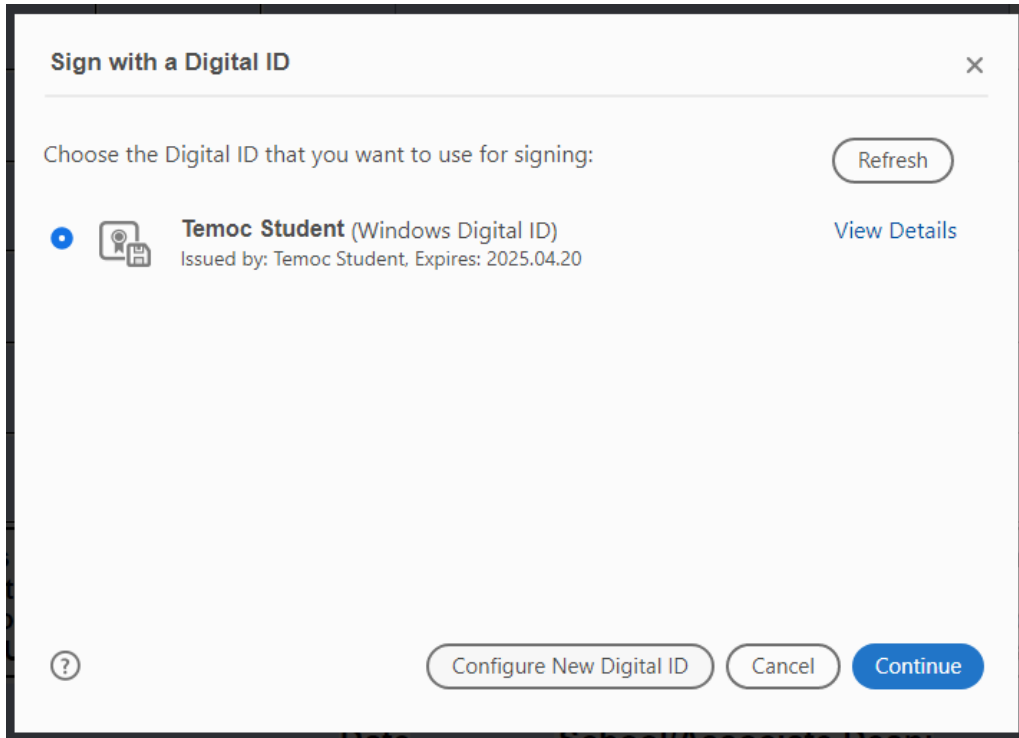

5. At the top of the screen, click "Digitally Sign".

6. A text box will appear, instructing you how to draw your own signature field. Click "OK" and then click and drag to create the signature field wherever you need on the form.

7. Once you have created the signature field, the "Sign with a Digital ID" box should appear.

If you have not already, please follow the instructions in Scenario 3 to learn how to apply your signature to your newly created signature field.